

Burrillville Extended Care (BEC)

Board of Directors

Minutes

June 7, 2010

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:35 p.m.

Members Present-Dr. David Van Dyke, Juliette Lopez-Recinos, Christine Hammond, and Richelle Wheeler.

Members Absent- Newt Stevens

Members Excused- N/A

Others Present: BEC Program Directors Kelly Cournoyer and Lisa Nault; Parks & Recreation Director, Cheri Hall; School Committee Liaison Mary Karmozyn; and Town Council Liaison Kevin Heitke, Esq.

Minutes of the March 1, 2010 regular meetings to be accepted:

Motion to accept by Juliette Lopez-Recinos. Second by Richelle Wheeler. Motion carried 4-0.

Welcome:

Dr. David Van Dyke welcomed all board members.

Correspondence:

The Director reported receipt of the Burrillville Extended Care operating budget recommendation from the Town Manager to the Town Council. A copy of the budget recommendation was distributed to the board members for review. The Director noted the third portion of the Burrillville Parks & Recreation staff salaries to be paid from Burrillville Extended Care will be deducted from the investment account and not the operating budget.

Good and Welfare:

None

Old Business:

1. Program Updates-

Lisa Nault reported the summer program plans are underway with a maximum of 150 children enrolled per day. Field trips to Spring Lake Beach and off site are planned along with on site activities planned. The Callahan site is being combined at the Steere Farm site during the summer program.

2. Financials–

The Director distributed the current up to date financials. The budget is balanced at this time due to cost reduction changes being made. Dr. Van Dyke questioned if any additional preparations could be made in case the attendance drops next year due to the economic situation.

The Director stated with the current pricing changes and the

attendance numbers remaining constant, the operating budget should remain balanced at this time. Also noted, is the back up of the investment account funds if necessary.

3. Parent and Employee Handbook Changes-

The Director reviewed the recommended changes to the Parent Handbook to be instituted for fall 2010 including the non-refundable registration fee increased from \$20 to \$30 with a maximum per family of \$50. This increase is being recommended after a review of other local daycare registration fees. Currently, a fee of \$5 for field trips per child is charged. Instead, a refundable activity fee of \$25 per child for the school session and \$50 per child for the summer program is recommended to be charged at enrollment. This activity fee includes field trips and activity supplies. A copy of the Parent Handbook was given to the board for future review.

A motion the recommended Parent Handbook changes was made by Juliette Lopez-Recinos. Second by Richelle Wheeler. Motion carried 4-0.

The Town Council Liaison Kevin Heitke reported meeting with Town Solicitor Timothy Kane regarding suggestions to the Employee Handbook. It was recommended that the Burrillville Extended Care Employee Handbook incorporate the non-police town employee drug testing policies. The State of Rhode Island does not have any particular guidelines regarding drug testing accept that no

pre-employment testing is allowed for daycare workers. Reasonable suspicion of substance abuse can be addressed but an employee cannot be fired for a first offense but a rehabilitation program can be enforced. Any illegal activity should be reported to the police. A review of any drug policy recommendations to the Employee Handbook will be shared at the next board meeting scheduled for September 2010.

4. BEC Budget

The Director reviewed a worst and best scenario utilizing recommended budget changes and if the number of children decreased by (10) children. It was determined that the program would still be sustainable even if the attendance dropped by (10) children.

5. BID Results-tables

The Director reported the bid was awarded and the tables have been ordered with an anticipated arrival in 3-4 weeks. The tables purchased by the Burrillville Extended Care program are similar to the Callahan cafeteria tables and will be placed at the Spring Lake Champlin Hall. This includes six twelve foot fold up tables. This will benefit both the Burrillville Extended Care summer program and the Spring Lake Beach Facility for weekend rentals.

New Business:

1. Summer Programming-

“Reviewed above”

2. Fall Tuition Rates-

“Reviewed above”

Meeting adjourned: Motion to adjourn at 7:15 p.m. by Juliette Lopez-Recinos. Seconded by Christine Hammond. Motion carried 4-0.

Next Meeting: Tuesday, September 7, 2010, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department